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Approved For Release 2002/05/02 : CIA-RDP80-00773A000100020015-4

24 September 1976

MEMORANDUM FOR: Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Office of Personnel Report --  
Week Ending 24 September 1976

1. Recruiter Conference: The Annual Recruiters' Conference was conducted at Headquarters during the week of 13 September. As programmed, a tight and busy schedule was maintained. Comments of field recruiters passed to Chief, Recruitment Division, on the final day reflected satisfaction on the part of each recruiter that the conference was a success. Chief, Recruitment Division, held individual discussions with the field-based recruiters and these will be followed up with trips to each office beginning in October. In addition to the excellent talks by the DCI and DDA, the recruiters were enthusiastic with the presentation made by Mr. [REDACTED] Deputy Director of Training for Operations, who offered every assistance on the part of his office to help recruiters better acquaint prospective employees with the role of the DDO in CIA and the role of an Operations Officer at Headquarters and in the field. Another highlight of the conference was the showing of the film on the [REDACTED] courtesy of the Office of the DD/S&T.

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3. Co-op Program: The Co-op Coordinator visited the University of Missouri Engineering School at Rolla, Missouri, on 9 September. He interviewed 10 students and selected five for the Co-op Program. One of the students selected had a cumulative 4.0 grade point average. Another had a cumulative grade point average of 3.98. He missed a straight 4.0 average due to a "B" grade in American History during his first semester.

4. Employee Attitude Survey: A computer run of the responses to the Employee Attitude Survey has been completed on 2,657 responses, a 76 percent response, which we consider outstanding. Nearly 50 percent of the responses included essay-type responses which yield valuable insights into attitudes and provide many constructive comments.

5. Skill Session: More than 80 employees attended the OP Skills Session on 22 September which provided them with an overview of the activities of the Central Processing Branch, the Administrative Allowance Committee, and the Travel Policy Committee.

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6. Personnel Inventory Project: Mr. [ ] Chief; Plans Staff, and Mr. [ ] of Plans Staff, met with Ms. [ ] (Office of the Comptroller) and Ms. [ ] on 22 September to discuss the Personnel Inventory Project included in the Presidential Management Objectives. 25X1A

7. APP: The APP formats have been distributed to the Directorates. The DDCI signed the memorandum on 21 September.

8. Meeting at Civil Service Commission: On 21 September, Chief, Retirement Affairs Division, and Chief, Retirement Operations Branch, attended a briefing on the funding of the Civil Service Retirement Fund. The briefing was held at the Commission and was attended by representatives of other agencies and departments (approximately 50 persons attended).

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9. IC Staff Need: The IC Staff has requested the assistance of Military Personnel Branch in securing a replacement for [ ], who is scheduled to depart in June 1977. MPB will work with the Air Force Focal Point Office and the Air Force Military Personnel Center on this request.

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10. Air Force Details: As a result of a move to new quarters in [ ] EA Division has requested that Military Personnel Branch ask the Air Force to terminate the services of six "Detailed for Duty with" personnel, effective 30 September 1976. The Focal Point Office informally advises it will attempt to reassign those affected locally, but until they do so, the Air Force expects to be reimbursed and will bill the Agency for these personnel.

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11. Suggestion Awards Conference: Mr. Harry Fitzwater, Director of Training, called Mr. [ ], Executive Secretary, Suggestion and Achievement Awards Committee, concerning the National Association of Suggestion Systems Annual Conference, which begins on Saturday, 25 September. (Mr. [ ] will attend.) Mr. Fitzwater indicated that he has designated Mr. [ ] who will be transferring to OTR in the near future, to attend the conference. OTR is interested in acquiring material that might be included in their management and supervisory training courses. Also, the DTR is interested in getting feedback from panel discussions conducted by [ ] on the use of more and better ideas and use of his "creative problem-solving process."

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12. Income Replacement: Insurance Branch has thus far received 62 requests from participants in the old Income Replacement Plan to continue or increase their coverage under the new plan. Total enrollment in the old plan was 133.

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13. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:

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[ ] -- Independent Contractor, Office of Training, MOC for one-time use in TQ 76 and twice in FY 77.

[ ] -- Independent Contractor, Office of Training, without-compensation basis through 30 September 1977.

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The following rehired annuitant case was terminated:

[ ] -- Independent Contractor, Office of Logistics, terminated as of 10 September 1976.

14. Pay Raise: We checked with the Pay Policy Division of CSC to see if there is any further word on the pay raise. Nothing has been received from the White House concerning exactly what the President will approve for 1 October.

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15. Alumni Day: We have received 861 responses to the "Alumni" letter. Of these respondees, 343 have indicated that they plan to be present on 2 October.

16. Health Insurance: Chief, Insurance Branch received advance word from the Civil Service Commission that Mr. Tinsley has approved our proposal that the 1977 rates for the Association Benefit Plan remain the same as the 1976 rates. Since the Government's contribution is going to be increased for 1977, the employee's share of the premium will be reduced. Advance word from the Commission is that the Government's contribution will be increased by approximately six percent. The Commission is expected to release to the press on Friday, 24 September, the rates for all of the plans which participate in the Federal Employee Health Benefits Program. (Previously reported at 8:30 Meeting.)

Coming Events:

1. On Wednesday, 29 September, at 11:30 a.m. in the auditorium, the Deputy Director of Central Intelligence will present the following awards to present and former employees of the Office of Economic Research in recognition of their performance in the production of intelligence concerning Southeast Asia:

Seven Intelligence Medals of Merit;  
Seven Certificates of Distinction; and  
Fifteen Certificates of Merit.

2. We will continue our review of Office of Personnel Memoranda, and this project is on schedule.

3. We will continue processing the Employee Attitude Survey returns.

4. We will complete the planning for Alumni Day on 2 October.

[Redacted]  
F. W. M. Janney

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OD/Pers/[Redacted] jmm (24 Sep 76)